Ad Hoc General Administrative and Policies Committee Meeting Minutes
February 10, 2009
4:00 p.m.

Meeting was called to order by Chairman Stuchlak at 4:05 p.m. Present, Stuchlak, England, Sumpter, Ward. Excused West. Also present Phillippi, Murphy.

The meeting was properly noticed.

Motioned by Ward/Sumpter to approve the agenda. Motion carried by unanimous voice vote.

West present at 4:10 p.m.

The committee reviewed Chapter One from January 27, 2009 meeting. The following changes were recommended after review and comments from departments.

3.02 The County Board is elected on a nonpartisan basis for a two (2) year term on even numbered years. The County operates with a system of Committees, Boards, and Commissions made up of County Board Supervisors and citizen members. A listing of all assignments **and County Board Proceedings** can be found ~~in~~ **on** the County Website. ~~and County Board Proceedings~~. Each Committee, Board or Commission shall ~~be advisory and~~ set policy for all programs and activities of the Departments that report to them, annually review the budget of the Department, and act on all Resolutions and Ordinances affecting any Department or Agency that reports to it.

3.05 Elected Officials. There are seven Officials elected by the citizens of the County including the Clerk of Circuit Court, Coroner, County Clerk, County Treasurer, District Attorney, Register of Deeds, and Sheriff **elected for four year (4) terms.** ~~The Clerk of Court, Coroner and Sheriff shall be elected for four (4) year terms beginning with the 2006 election. The County Clerk, District Attorney, Register of Deeds, and Treasurer and shall be elected for two (2) year terms with the 2006 election, in 2008 the term will be four (4) years, and shall be held concurrently with the presidential elections.~~

3.07(2nd Paragraph) Unless the authority to approve the contract is granted directly to a Committee by State Statutes, any contract to which the County or Committee or other sub-unit is a party, may only be entered into with approval of the County Board if the contract would impose obligations, financial or otherwise, on the County which would last beyond the term of the currently sitting Board. All cost-share **contracts** allocating **grant** funding to Adams County residents for the purpose of installing conservation practices and then required to maintain the conservation practices beyond the term of the current sitting Board shall be exempt and shall only require review by Corporation Counsel and approval by the appropriate Committee.

Discussion took place on chapter one section 3.06 Administrative Coordinator/Director of Finance. The Administrative Coordinator. Director of Finance is appointed by the County Board pursuant §59.19, Wisconsin Stats. The Administrative Coordinator/Director of Finance is accountable to the County Board. The Administrative Coordinator **shall be responsible for coordinating all administrative and management** functions of the County**,** not otherwise vested by law in boards or commissions or other elected officials, and reports to the Executive Committee. The ~~County Board~~ **Executive Committee** is responsible for annual performance appraisals with input from all County Board Supervisors.

The committee discussed the language changes and will be reviewing the policy for consistency to incorporate the coordinating and directing language throughout.

Discussion took place regarding the Land Information being a standing committee verses a subcommittee. The committee will discuss and review this at a later date with more definition.

The committee proceeding on by reviewing chapter two and making the following recommended changes:

CHAPTER TWO: RECRUITMENT, SELECTION & APPOINTMENT

SECTION 1 - JOB DESCRIPTIONS

1.01 Each position shall have a written job description containing the title, status, department, supervisor, a general description concerning the purpose of the position, a list of the essential and non-essential job duties, required qualifications, explanation of physical demands and the work environment, and any special requirements necessary to perform a particular job. **All job descriptions shall be approved by the Home Committee and the Executive Committee.**

1.02 New Position Job Descriptions. Department Heads are responsible for the creation of a job description for any new position in their Departments, or as directed by any Committee of the County Board, or the County Board. All new positions shall be created in accordance with Chapter 2, Section 5, New Positions.

1.03 Updating Existing Job Descriptions. Department Heads are responsible for updating all job descriptions for their Department. **Department Heads will confer with the Personnel Director prior to submitting it to their home committee.** ~~The Personnel Director and Administrative Coordinator/Director of Finance shall review all updated or revised job descriptions prior to being submitted for approval by the Executive Committee.~~ **All updated or revised job descriptions shall be approved by the Home Committee and then submitted to the Executive Committee for approval. All job descriptions will be reviewed every three (3) years by the Department Head. The Department Head will certify, in writing to the Personnel Director that the review has been conducted and that there are no updates or the updated job description is attached.**

1.04 ~~All job descriptions shall reflect the current job duties, physical demands, qualifications, and any statutory obligations. All job descriptions will be reviewed every three (3) years by the Department Head. The Department Head will certify, in writing to the Personnel Director and Administrative Coordinator/Director of Finance, that the review has been conducted and that all job descriptions are current. Any job description that need to be updated shall be completed at the same time and forwarded with the written certification. The Personnel Director and Administrative Coordinator/Director of Finance shall approve any updated job descriptions and forward the updated job descriptions to the Executive Committee for final approval.~~ **This was condensed and added to 1.03**

SECTION 2 - POSITION CATEGORIES/RECRUITMENT FOR EMPLOYMENT

2.01 The County has a number of categories for positions ranging from full-time to seasonal, as described in the following subsections. The term "year" shall be defined to mean the time from January 1 to December 31st of any twelve (12) month period. The job category descriptions below and corresponding language do not guarantee any specific amount of hours for any employee and should not be so construed or relied upon.

~~6.01~~ **2.02 Authorization to Hire Recruitment.** Department Heads wishing to fill vacancies in existing budgeted positions shall submit the Personnel Requisition Form to their Home Committee for approval. Once the Home Committee has approved the request, the Department Head shall forward it to the Personnel Department prior to initiating recruitment. The request shall include a copy of the job description, with any updates, for the position the Department Head intends to fill. The Personnel Director shall verify the information, sign the Form with appropriate comments within seven (7) business days, ~~and forward the Form to the Administrative Coordinator/Director of Finance for final authorization, within seven (7) business days.~~ Denial of such requests by the ~~Administrative Coordinator/Director of Finance~~ **Personnel Director** may be appealed to the Executive Committee.

2.03 Regular full-time Category. A regular full-time position is authorized ~~for an average of at least~~ **at either** nineteen hundred and fifty (1950) hours per year **or twenty-eighty hours per year (2080),** and shall receive fringe benefits.

2.04 Regular part-time Category. A regular part-time position is authorized to less than nineteen hundred and fifty (1950) hours per year. Regular part-time positions are eligible for **pro-rated** benefits as long as they work more than eighty-five (85) hours per month. If the employee works under eighty-five (85) hours per month they will not receive fringe benefits, except retirement after six hundred (600) hours of employment. If the regular part-time employee is successful in gaining a permanent position, they will receive credit and seniority for the time worked as a regular part time employee, and retains their original start date.

2.05 On-call Category. An on-call employee is defined as an individual who fills in on an “as needed” basis for regular employees. Department Heads shall ensure on-call employees do not exceed ten (10) business days of employment per calendar month. On-call employees are not eligible for fringe benefits. An on-call employee may not be placed in a permanent position unless placement follows the recruitment policy. Should an on-call employee be successful in gaining a permanent position, no credit, seniority or benefits shall be given for the time worked on an on-call basis.

~~6.02~~ **2.06 On-Call Employees Recruitment.** On-call employees may apply at anytime. The list of on-call employees will be maintained by the Personnel Department. All requests for on-call employees shall be submitted to the Personnel Department, **stating the employee being replaced or the position being filled.** ~~with the Personnel Department giving a response to the Department within two (2) business days.~~ No Department shall contact an on-call employee unless directed to do so by the Personnel Department. In an emergency situation, such as an employee calling in sick and a replacement is needed, the Department shall contact the Personnel Department for an on-call employee, if there is no one in the Personnel Department at that time, the Department may contact an on-call employee on their own. The Department is responsible for notifying the Personnel Department immediately after finding an on-call employee, reporting who was contacted to work **and the employee they are filling in for.**

2.07 Seasonal full-time or part-time Category. A seasonal full-time employee is defined as one who works an average of at least thirty-seven and a half ($37^1/_2$) hours per week for a limited time period not to exceed one hundred fifty (150) calendar days.

~~6.03~~ **2.08 Seasonal Employees Recruitment.** ~~Prior to seasonal employees starting for the year, the Department Head shall submit a Personnel Recruitment Form with an attachment listing all~~

~~seasonal positions requested. The Form will be presented to the Personnel Director for review, comment, and approval within seven (7) business days. The Personnel Director shall forward the Form to the Administrative Coordinator/Director of Finance for final authorization, within seven (7) business days. Denial of such requests by the Administrative Coordinator/Director of Finance may be appealed to the Executive Committee. When a Department has the approval of the Administrative Coordinator/Director of Finance to hire seasonal employees,~~ The Department Head may hire up to the number of budgeted approved seasonal employees without obtaining further authorization to hire. The further hiring of any additional staff throughout the year shall be submitted on a new Personnel Recruitment Form **following Section 5 – 5.02.**

Parks Department Seasonal Employees Category. A seasonal full-time or part-time employee in the Parks Department shall work no more than ten (10) months per calendar year. A full-time seasonal employee in the Parks Department, who works more than eighty-five (85) hours per month, shall be eligible for fringe benefits. A part-time seasonal employee in the Parks Department who works less than eighty-five (85) hours per month shall not be eligible for fringe benefits. Seasonal full and part time employees may move back and forth between these classifications due to the cyclical nature of the seasonal establishment. The above seasonal full-time or part-time status only applies to those individuals employed at an establishment that is classified as a "seasonal establishment", per the Fair Labor Standards Act. The above individuals will at times be required to work more than forty (40) hours per week and on holidays, while not being eligible for overtime pay.

2.09 Limited-Term Employee (LTE) Category. An LTE is defined as any employee who is hired for a temporary period of more than five (5) consecutive workdays, not to exceed ninety (90) consecutive calendar days. The hiring authority must complete the Personnel Recruitment Form and state the precise term with the start date, end date, and length of the term prior to the employee beginning. Summer Park LTEs may work up to one hundred (100) consecutive calendar days as a specific authorized exception to this Policy. Solid Waste LTEs may work up to two hundred thirteen (213) consecutive calendar days as a specific authorized exception to this Policy.

A. Upon completion of the term, the employee may not be re-employed in any fashion with the County prior to the expiration of not less than five (5) calendar days. All temporary employees shall be selected based on the standard recruitment procedures. All LTEs are to be made aware of all County and Departmental security standards, it is the Department Head's responsibility to ensure that these standards are enforced.

B. LTEs are not eligible for fringe benefits. An LTE may not be placed in a permanent position unless placement follows the Recruitment Policy. Should an LTE be successful in gaining a permanent position, no credit, seniority or benefits shall be given for time worked as an LTE employee.

~~6.04~~ 2.10 Existing Position Vacancy Recruitment. A vacancy in an existing position shall be removed from the table of organization unless a Personnel Recruitment Form has been submitted and approved within six (6) months from the date of the vacancy. The ~~Administrative Coordinator/Director of Finance~~ County Board may approve exceptions to this. Positions that were authorized in a previous year's budget, but not budgeted in the current year's budget, shall be removed from the table of organization upon the adoption of the new budget.

~~6.05~~ 2.08 Change Existing Position Recruitment. To change an existing part-time position to a full-time position, approval of the Home Committee, the Personnel Director, **Executive Committee** ~~Administrative & Finance Committee,~~ and the County Board has to approve the request. To change a position from full-time to part-time the Department Head is required to notify the

Personnel Department, ~~County Clerk~~ and Administrative Coordinator/Director of Finance. When a position is reduced from full-time to part-time and remains part-time for at least one (1) year, the County Board may only return the position to full-time status as if creating a new position.

~~**6.06**~~ **2.09 Retaining Applications Recruitment.** Applications will remain on file for at least twelve (12) months but will not be used for consideration for any other positions within the County. Any candidate wishing to apply for another position will need to submit a new application.

~~**6.07**~~ **2.10 Recruitment Program.** The Department Head, under the authorization of the Personnel Director, develops and conducts an active recruitment program designed to meet current and projected County workforce needs. Recruitment of a Department Head is supervised and directed by the ~~Administrative Coordinator/Director of Finance in coordination with the~~ Personnel Director. Recruitment is tailored to the position to be filled and directed to sources most likely to yield qualified applicants.

~~**6.08**~~ **2.11 Change in Starting Salary Recruitment**. When the job market dictates, or experience is a factor, the Personnel Director may request approval by the ~~Administrative Coordinator/Director of Finance and~~ Executive Committee to hire a new employee at a rate of pay other than the starting rate, to alter fringe benefits, or negotiate other conditions of employment.

~~SECTION 5~~ - SECTION 3 NEW POSITIONS

~~**5.01**~~ **3.01 New Position Classification.** ~~A Department Head may initiate a request for classification of a new position at any time throughout the year. –The Department Head shall complete the New Position Classification Review Form, Job Description Questionnaire, and develop a Job Description. The information must be completed and presented to the Personnel Director for review. The Administrative Coordinator/Director of Finance shall review the information and if approved, a salary shall be established for the position internally or an outside agency may be used for a salary recommendation. Once the salary has been established, the Department Head shall follow the appropriate subsection.~~ **When a new position is requested, whether budgeted or non-budgeted, the Department Head shall complete the Job Description Questionnaire, Personnel Recruitment Form and develop a Job Description conferring with the Personnel Director.**

~~**5.02**~~ **3.02 New Position Not Budgeted for the Current Year.** ~~When a new position is requested that has not been budgeted,~~ The Department Head shall **present the proper forms to their Home Committee. If approved by the Home Committee, the forms shall be forwarded to the Executive Committee for approval. If approved, a resolution shall be drafted by the Personnel Director for County Board action.** ~~complete the Job Description Questionnaire, Personnel Recruitment Form, and develop a Job Description. The Department Head shall present the Job Description Questionnaire, Personnel Recruitment Form, and Job Description for review to the Personnel Director, who shall forward it to the Administrative Coordinator/Director of Finance for review and approval. If approved by the Administrative Coordinator/Director of Finance, it shall be forwarded to the Executive Committee for approval, the Administrative & Finance Committee if necessary for funding, and the full County Board for final approval in the form of a Resolution. All positions requested outside the budget process~~ **As the position would not be budgeted, it** shall require a two-thirds (⅔) vote of the County Board. ~~as the position would not be budgeted. Newly budgeted positions~~ **If the position is** not filled within six (6) months from the date of approval by the County Board**, it** shall be removed from the table of organization. Exceptions to this are situations where a position is being actively recruited. ~~or where the Administrative~~

~~Coordinator/Director of Finance has extended these timelines in writing to the Personnel Department.~~

~~5.03~~ 3.03 New Position for the Next Budget Year. ~~For a new position to be included in the budget for the next fiscal year~~, The Department Head shall ~~complete~~ **present the proper forms to their Home Committee. If approved by the Home Committee the forms shall be forwarded to the Executive Committee for approval.** ~~Position Authorization Form and develop a Job Description. The Department Head shall present the Position Authorization Form and Job Description for review to the Personnel Director, who shall forward it to the Administrative Coordinator/Director of Finance for review and approval. If approved by the Administrative Coordinator/Director of Finance, it shall be forwarded to the Executive Committee for approval.~~ Once approved by the Executive Committee, all Forms shall be returned to the Administrative Coordinator/Director of Finance and shall be included with the Budget **proposals** for the next year.

~~SECTION 3~~ – SECTION 4 EQUAL OPPORTUNITY EMPLOYER AND DISCRIMINATION/NONDISCRIMINATION

(WAITING TO HEAR FROM CORP COUNSEL)

3.01, 3.02

~~SECTION 4~~ – SECTION 5 AFFIRMATIVE ACTION

(WAITING TO HEAR FROM CORP COUNSEL)

4.01, 4.02, 4.03, 4.04

4.04 Dissemination of the Equal Employment Opportunity and Affirmative Action Program.

A. **Dissemination of the Policy within the County**. The Affirmative Action Policy and Procedures are made part of the Personnel and General Administrative Policies governing and available to all personnel. Procedures for redress of grievances relating to Affirmative Action shall be as set forth in the Dispute Procedures outlined in the Personnel and General Administrative Policies. These Policy and Procedures are reviewed and updated as part of the Personnel and General Administrative Policies ~~annually by the County Board.~~ **and shall be presented to the County Board no later than the April County Board Meeting in odd number years for approval.** These Policies and Procedures are communicated to employees periodically through the Personnel and General Administrative Policies. New employees are informed on the Policy as part of the orientation program. The Affirmative Action and Procedures Plan is posted on designated bulletin boards. In addition, various posters, such as "Equal Opportunity is the Law" and the Wisconsin Employment Act are displayed at various locations in County Facilities.

~~SECTION 5 –~~ NEW POSITIONS

Section 5 is moved under Section 3 and has been rewritten

~~**5.01 Classification.** A Department Head may initiate a request for classification of a new position at any time throughout the year. The Department Head shall complete the New Position Classification Review Form, Job Description Questionnaire, and develop a Job Description. The information must be completed and presented to the Personnel Director for review. The Administrative Coordinator/Director of Finance shall review the information and if approved, a salary shall be established for the position internally or an outside agency may be used for a salary recommendation. Once the salary has been established, the Department Head shall follow the appropriate subsection.~~

~~**5.02 New Position Not Budgeted for the Current Year.** When a new position is requested that has not been budgeted, the Department Head shall complete the Job Description Questionnaire, Personnel Recruitment Form, and develop a Job Description. The Department Head shall present the~~

~~Job Description Questionnaire, Personnel Recruitment Form, and Job Description for review to the Personnel Director, who shall forward it to the Administrative Coordinator/Director of Finance for review and approval. If approved by the Administrative Coordinator/Director of Finance, it shall be forwarded to the Executive Committee for approval, the Administrative & Finance Committee if necessary for funding, and the full County Board for final approval in the form of a Resolution. All positions requested outside the budget process shall require a two-thirds (⅔) vote of the County Board, as the position would not be budgeted. Newly budgeted positions not filled within six (6) months from the date of approval by the County Board shall be removed from the table of organization. Exceptions to this are situations where a position is being actively recruited or where the Administrative Coordinator/Director of Finance has extended these timelines in writing to the Personnel Department.~~

~~**5.03 New Position for the Next Budget Year.** For a new position to be included in the budget for the next fiscal year, the Department Head shall complete the Position Authorization Form and develop a Job Description. The Department Head shall present the Position Authorization Form and Job Description for review to the Personnel Director, who shall forward it to the Administrative Coordinator/Director of Finance for review and approval. If approved by the Administrative Coordinator/Director of Finance, it shall be forwarded to the Executive Committee for approval. Once approved by the Executive Committee, all Forms shall be returned to the Administrative Coordinator/Director of Finance and shall be included with the Budget for the next year.~~

SECTION 6 - RECRUITMENT FOR EMPLOYMENT

Section 6 has been moved under Section 2 and has been rewritten

~~**6.01 Authorization to Hire.** Department Heads wishing to fill vacancies in existing budgeted positions shall submit the Personnel Requisition Form to their Home Committee for approval. Once the Home Committee has approved the request, the Department Head shall forward it to the Personnel Department prior to initiating recruitment. The request shall include a copy of the job description, with any updates, for the position the Department Head intends to fill. The Personnel Director shall verify the information, sign the Form with appropriate comments within seven (7) business days, and forward the Form to the Administrative Coordinator/Director of Finance for final authorization, within seven (7) business days. Denial of such requests by the Administrative Coordinator/Director of Finance may be appealed to the Executive Committee.~~

~~**6.02 On-Call Employees.** On-call employees may apply at anytime. The list of on-call employees will be maintained by the Personnel Department. All requests for on-call employees shall be submitted to the Personnel Department, with the Personnel Department giving a response to the Department within two (2) business days. No Department shall contact an on-call employee unless directed to do so by the Personnel Department. In an emergency situation, such as an employee calling in sick and a replacement is needed, the Department shall contact the Personnel Department for an on-call employee, if there is no one in the Personnel Department at that time, the Department may contact an on-call employee on their own. The Department is responsible for notifying the Personnel Department immediately after finding an on-call employee, reporting who was contacted to work.~~

~~**6.03 Seasonal Employees.** Prior to seasonal employees starting for the year, the Department Head shall submit a Personnel Recruitment Form with an attachment listing all seasonal positions requested. The Form will be presented to the Personnel Director for review, comment, and approval within seven (7) business days. The Personnel Director shall forward the Form to the Administrative Coordinator/Director of Finance for final authorization, within seven (7) business days. Denial of such requests by the Administrative Coordinator/Director of Finance may be appealed to the Executive Committee. When a Department has the approval of the Administrative Coordinator/Director of~~

~~Finance to hire seasonal employees, the Department Head may hire up to the number of budgeted approved seasonal employees without obtaining further authorization to hire. The further hiring of any additional staff throughout the year shall be submitted on a new Personnel Recruitment Form.~~

~~**6.04 Existing Position Vacancy.** A vacancy in an existing position shall be removed from the table of organization unless a Personnel Recruitment Form has been submitted and approved within six (6) months from the date of the vacancy. The Administrative Coordinator/Director of Finance may approve exceptions to this. Positions that were authorized in a previous year's budget, but not budgeted in the current year's budget, shall be removed from the table of organization upon the adoption of the new budget.~~

~~**6.05 Change Existing Position.** To change an existing part-time position to a full-time position, approval of the Home Committee, the Personnel Director, Administrative & Finance Committee, and the County Board has to approve the request. To change a position from full-time to part-time the Department Head is required to notify the Personnel Department, County Clerk and Administrative Coordinator/Director of Finance. When a position is reduced from full-time to part-time and remains part-time for at least one (1) year, the County Board may only return the position to full-time status as if creating a new position.~~

~~**6.06 Retaining Applications.** Applications will remain on file for at least twelve (12) months but will not be used for consideration for any other positions within the County. Any candidate wishing to apply for another position will need to submit a new application.~~

~~**6.07 Recruitment Program.** The Department Head, under the authorization of the Personnel Director, develops and conducts an active recruitment program designed to meet current and projected County workforce needs. Recruitment of a Department Head is supervised and directed by the Administrative Coordinator/Director of Finance in coordination with the Personnel Director. Recruitment is tailored to the position to be filled and directed to sources most likely to yield qualified applicants.~~

6.08 ~~**Change in Starting Salary**~~. ~~When the job market dictates, or experience is a factor, the Personnel Director may request approval by the Administrative Coordinator/Director of Finance and Executive Committee to hire a new employee at a rate of pay other than the starting rate, to alter fringe benefits, or negotiate other conditions of employment~~.

The committee ended at 6.09.

Motioned by Sumpter/Ward to adjourn at 6:15 p.m. until 4 p.m. on February 24th and to review changes continue working on Chapter 2. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi
Recording Secretary